

GUIDELINES FOR ARRANGING SPECIAL FUNCTIONS TO BE
HOSTED BY THE DCI OR DDCI

1. The component arranging a special function may request the DCI or DDCI to host the function by telephoning the Office of the DCI or DDCI as appropriate. They should state the purpose, suggested time and place of the function.

2. After receiving an acceptance from the DCI or DDCI to host the function, the following information should be submitted in writing to the host's secretary:

- a. Proposed guest list;
- b. Suggested seating arrangement;
- c. Biographic information on all non-CIA guests not well known to the host;
- d. When appropriate, spell out recommended amities and toasts. If a gift presentation is involved, present all pertinent facts.

3. The component arranging the function should make the necessary security escort arrangements except for the DCI or DDCI.

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
D/DCI/NIPE
General Counsel
Inspector General

SUBJECT : Use of the Executive Dining Room for Official
Entertainment

1. Agency employees are encouraged to use the Executive Dining Room for official entertainment when operationally feasible. Arrangements and reservations may be made with the Executive Dining Room office ~~located in Room 7 E 07 Headquarters~~, extension

2. Entertainment of Government Employees

The expense for official entertainment of Government employees exclusively is ordinarily not reimbursable. In exceptional cases Agency officials may be reimbursed for such entertainment with the prior approval of the Director, Deputy Director, or Executive Director. When such approval has been obtained, the host or arranging office shall inform the Executive Dining Room office, which will arrange for reimbursement for the non-Agency

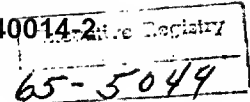
guests unless the host requests otherwise. Agency employees will be billed for their own meals.

3. Entertainment of Non-Government Personnel

When appropriate authority has approved official entertainment of a group which includes non-Governmental personnel, the host will be billed for all non-Agency guests and may claim reimbursement in the normal manner from the Office of Finance. Unless the host requests otherwise, Agency employees will be billed separately and directly for their own meals.

4. The above policy pertains only to official entertainment in the Executive Dining Room. Operational entertainment in general is covered in Chapter IX.

STAT



31 August 1965

MEMORANDUM FOR: Colonel White

SUBJECT: Reimbursement for the Entertainment of
Guests in the Executive Dining Rooms

STAT REFERENCES:

- A.
- B. 1. Memorandum to the Deputy Directors
from Mr. Kirkpatrick dated 5 March 1964
"Entertainment of Government Employees"
2. Memorandum to Mr. Kirkpatrick from
 dated 14 June 1965
- C. FY - 65 Official Guests

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1. This memorandum examines the present policy of billing by the Executive Dining Room Officer and contains recommendations for approval in paragraph 8.

2. The Executive Dining Rooms were established in February 1952 to provide the DCI, DDCI and senior Agency officials dining rooms where official functions of operational or representational nature could be held in a physically secure area serviced by cleared personnel.

3. The Executive Dining Rooms are available to members for entertainment of guests. The facilities of the Dining Rooms may be used by non-members for official entertainment on approval of any of the following; i. e., Director, Deputy Director, or Executive Director. This entertainment has ranged from informal breakfasts to formal dinners. For all special functions involving guests, the host is asked to make prior arrangements with the Dining Room Officer. Members have been advised to make reservations for the regular noon meals when they are escorting guests.

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✓ 4. As the Dining Room Officer has no way of determining whether or not any function is official, the billing is handled as instructed by the host. The host is responsible for payment of the bill unless previous arrangements have been made with the DCI, DDCI, or Executive Director for the cost or portion thereof to be absorbed by the Dining Room Fund. The billing for a regular luncheon function is handled by chit method in the absence of any specific instructions. Agency employees when acting as hosts, regardless of whether or not they are members of the Dining Room, are billed directly by the Dining Room Officer. The only exception to the billing policy stated above is when a single official luncheon consists of three or less non-agency guests, in which case charges for their meals are absorbed by the Dining Room Fund.

5. The volume of official guests whose billing costs have been absorbed by the mess fund is reflected in Attachment C. The total number of these official guests from 1 July 1964 through 30 June 1965 was 268.

6. The amount of the bill for luncheon parties where special foods were not requested is determined by using the standard prices published in the weekly menu. In addition, the Dining Room Officer uses a standard charge of 50¢ per drink and \$1.35 per breakfast--these charges are not published. The bill for any other function is determined by adding the cost of the food and drinks plus a 20 % service charge to cover undeterminable costs; i. e., laundry, spices, etc., and pro-rating this total figure among those in attendance.

✓ 7. The overtime worked by the Dining Room Staff is charged to the DCI Cost Center and not to the official function.

8. It is believed that if approval is granted for the following recommendations, the Dining Room policy will be consistent with the financial administration of the Agency. At the same time, this policy will enable the Dining Room Officer to promote functions, increase sales and decrease the high expense incurred by all Directorates when their operational meetings are held in the downtown metropolitan area.

~~ADMINISTRATIVE~~—INTERNAL USE ONLY

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a. That no official guests be carried by the Executive Dining Room Fund.

b. That reimbursement of expenditures for special operational functions involving non-U.S. Government individuals be accomplished as follows: The host of the special operational function shall be billed for the entire cost of the function, and he in turn can apply for reimbursement through routine administrative channels within his component. as set forth in (Attachment A.)

c. Although entertainment of U.S. Government employees can be approved under special or extraordinary circumstances, reimbursement for the exclusive entertainment of U.S. Government employees will normally not be allowed. (See Attachment B.) The costs for the exclusive entertainment of U.S. Government employees shall be billed to the host unless prior approval for this entertainment has been obtained from either the DCI, DDCI or the Executive Director. The cost of entertaining U.S. Government employees in the Executive Dining Rooms which has been approved by the DCI, DDCI or Executive Director will be paid from the Director's imprest fund.

Administrative Officer

Recommendations in
Paragraph 8 Approved.

2 SEP 1965

L. K. White
Executive Director-Comptroller

Distribution:

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DRAFT

Policy Statement regarding

~~100-01~~ THE EXECUTIVE DINING AREA

The following ~~ground rules~~ are policy decisions regarding the question

for establishment and use of the Executive Dining Room:

a. JUSTIFICATION. The executive Dining Room ~~is~~ established to provide:

1. a dining area where senior officers may conduct business under secure conditions, and

2. a secure facility available for Agency-related but privately sponsored (semiofficial) parties and dinners.

b. MEMBERS. All super grade employees of CIA are eligible to become members of the Executive Dining Room. In addition, employees at the GS-15 level may be invited to join, for operational reasons, when specifically sponsored by a super grade employee having supervisory responsibilities over the employee concerned.

c. FUNDING

1. Each member of the Executive Dining Room will be required to invest a \$10.00 share in the venture. This money will be returned upon termination of a member's association with the activity.

2. All services provided will be made available in accordance with an approved schedule of prices.

d. FACILITIES

1. In addition to the normal noon meal, the Executive Dining Room is available for semiofficial, privately sponsored cocktail parties for not more than 125 persons, and for sit down meals for not more than 64 persons.

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2. The sponsor for the party is responsible for making arrangements with the Office of Security for the badging of non-Agency personnel. This will insure that badges are available prior to guests arrival.

3. The sponsor of the guest(s) is responsible for their escort while in the building.

II. USE OF THE DCI DINING ROOM

1. Deputy Directors may arrange semiofficial parties in the DCI Dining Room when that facility is not scheduled for use by the DCI.

2. The DCI Dining Room provides space for cocktail parties of up to 25 persons and for sit down meals of up to 12 persons.

3. Approval for use of the DCI Dining Room must be obtained from the Administrative Officer, Office of the DCI. The general provisions governing private parties held in the Executive Dining Room will apply to the use of the DCI Dining Room as well.